

March 25, 2004

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, April 1, 2004
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Request to create the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PROPOSED PAY GRADE</u>
2845	Accountant	C24 (\$39,942.24 – \$52,536.64)
9774	General Assistance Specialist	C17 (\$29,203.20 – \$38,188.80)

ITEM 2: Request to revise the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	
4945	District Maintenance Supervisor	(C23)

ITEM 3: Request to amend Rule 4 of the Personnel Rules – Personnel Policy Board.

ITEM 4: Request for appeal hearing – Sarah Lyons — Lancaster Manor.

ITEM 5: Miscellaneous Discussion.

pc:	Kerry Eagan	Diane Carlson
	Brett Wheeler, FOP	Judy Foote, EAT
	Melvin Moore, AFSCME	Gary Young
	Richard Nuernberger	Sarah Lyons
	Don Thomas	Larry Van Hunnik
	Gary Chalupa	

LANCASTER COUNTY ACCOUNTANT

NATURE OF WORK

This is professional accounting work in the maintenance, review, and analysis of fiscal records.

Work involves responsibility for independently maintaining a complete set of accounting records, collecting and recording detailed fiscal records, preparing and analyzing fiscal reports; and reviewing and reporting on internal controls of the County Treasurer's office. An employee in this class will assist higher level employees with more complex accounting and/or auditing functions. Work requires independent judgment on technical accounting and/or auditing problems, but classifications and procedures are determined by departmental regulations or legal requirements. Work is reviewed by an administrative superior for adherence to overall standards of performance, and is subject to periodic audit. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Design and implement information systems which compile, synthesize, and analyze data from vouchers, ledgers, journals, computer printouts, files and/or microfiche to prepare reports and to evaluate data for administrative planning, budgeting, and decision making; maintain and recommend enhancements to the financial system, computer applications including requirements for input documents, processing to the financial system, computer applications including requirements for input documents, processing controls, and output reports; research errors, reported compliance issues and reconciliation problems.

Develop annual budget for the office of the County Treasurer; assist in preparing fiscal notes for the County budget; audit County expenditures to ensure maintenance of proper financial controls in accordance with budgetary authorization and established policies; coordinate external audit proceedings and special year-end/interim processing, balancing and reporting; present expense documentation to Lancaster County Board for review and approval.

Plan, assign, supervise and evaluate the work performed by subordinate accounting personnel; provide education, training and reinforcement in the support of employees' work performance; coordinate office work flow and work process improvement efforts; monitor daily financial operations; review system reports and automation processes for quality, completeness and efficiency.

Develop objectives, procedures and policies governing the management of revenues and expenditures in accordance with the principles of governmental accounting, and relevant state and federal regulations and statutes; explore and plan financial and accounting information system improvements through community, professional and civic contact and associations; monitor changes to and interpret appropriate federal and state laws, rules, regulations, and standards to ensure County compliance and efficient work operations.

Act as County liaison to assist with accounting and operational budgeting problems; advise County personnel concerning system inquiries and provide professional guidance in the resolution of referred problems.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of professional accounting principles and procedures.

Considerable knowledge of professional auditing principles and procedures.

Knowledge of governmental accounting procedures.

Knowledge of modern office practices, procedures, equipment and standard clerical techniques.

Ability to apply professional accounting principles to the maintenance of fiscal and accounting records.

Ability to perform audits in an independent manner under the direction of an administrative superior.

Ability to prepare reports containing audit results and recommendations on improvements to internal control procedures.

Ability to maintain a variety of accounting records and reports.

Ability to compile, calculate, and analyze data necessary for the completion of fiscal reports.

Ability to perform detailed work involving written or numerical data, and to make arithmetic calculations rapidly and accurately.

Ability to develop modifications and improvements in existing account maintenance procedures.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in accounting, computer science, business or public administration or related field and experience working with an automated financial system including experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with course work in accounting, computer science, business or public administration or related field and experience working with an automated financial system including some supervisory experience or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

3/2004

PS2845

LANCASTER COUNTY GENERAL ASSISTANCE SPECIALIST

NATURE OF WORK

This is advanced human service work providing general assistance services to qualified clients of Lancaster County.

Work involves responsibility for case management including assessment, planning, advocacy and follow-up; coordinating, managing and evaluating assigned services; networking with community agencies and developing outreach contact on behalf of and in support of client and family members. Work also involves participating in Veterans Department outreach, staff meetings, community groups and/or advisory councils. Supervision is received from the Veterans Services Officer or his designee, with work being reviewed in the form of reports, conferences and effectiveness of program services provided.

EXAMPLES OF WORK PERFORMED

Determines participant eligibility for general assistance services to include reviewing and analyzing income and employment information; administering a variety of assessment tools and evaluating the results; interviewing applicants and evaluating employment, social, economic, behavioral and educational goals.

Provides information and referral, counseling, short-term case work and case management services which may include client assessment, planning, advocacy and follow-up; arranges client-confirmed services; participates directly in program activities/services, as needed; monitors and documents client needs, progress and success; identifies and maintains contact with community service providers to inform families of benefits, programs and services.

Conducts initial client screening; determines basic eligibility for assistance such as food stamps, prescription drugs, housing, transportation and death/burial benefits.

Follows up with in-person interviews, opens case files and documents all issues related to each case in the County general assistance computer database system.

Compiles statistics and maintains records on client program participation; maintains confidential client records and case files.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the functions, programs and services provided by various community agencies as they pertain to the delivery of general assistance services to target group members of Lancaster County.

Knowledge of the principles, practices and techniques of executing social service work and delivering programmatic services to target group members.

Some knowledge of the sociological, behavioral and cultural factors influencing the behavior and attitudes of the specified target group to which assigned.

Some knowledge of automated client records management.

Ability to organize tasks and establish priorities in response to changing conditions and in emergencies.

Ability to assess, discuss and document a client's physical and mental abilities, financial, social and environmental needs, and to jointly formulate an effective action plan.

Ability to establish and maintain effective working relationships and co-workers, clients and families in adverse circumstances, community agencies, service providers and the general public.

Ability to communicate effectively both orally and in writing including facilitating meetings and delivering presentations and reports.

Ability to maintain confidential client records.

Ability to perform general computer data entry on specific software used by Lancaster County.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in psychology, sociology, human services or related field plus experience providing program services or case management related to the position and program to which assigned.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in human or behavioral sciences, or other specialized training with some experience in a capacity related to the position and program to which assigned; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

03/2004

PS9774

LANCASTER COUNTY DISTRICT MAINTENANCE SUPERVISOR

NATURE OF WORK

This is responsible technical work supervising, training and participating in the road maintenance functions within an assigned district.

Work involves responsibility for supervising, training and participating in all road maintenance activities within an assigned district including road maintenance and repair; bridge maintenance and repair; culvert installation and repair; snow removal operations; review of work performed by contractors in assigned district; and related functions. Work also involves receiving complaints from the public and initiating required corrective action; maintaining required district records; determining district maintenance requirements; and training subordinates in maintenance functions. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established departmental policies, rules, and regulations. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and effectiveness of maintenance efforts. Supervision is exercised over unskilled, semi-skilled and skilled subordinates.

EXAMPLES OF WORK PERFORMED

Determine maintenance requirements within assigned district; assign maintenance functions to subordinates; review work of subordinates while in progress and upon completion to insure compliance with instructions.

Supervise all road maintenance activities within assigned district including dragging, grading and re-graveling of roads; installation and removal of snow fence along right-of-ways; removal of trees and brush along roadsides; replacement of regulatory and warning traffic signs; and asphalt repair and patching; operate maintenance equipment as necessary.

Supervise all bridge maintenance and repair activities within assigned district including replacement of bridge decks, planking, guard rails, hazard signs and related bridge components; determine required materials necessary for bridge maintenance and repair projects.

Review work performed by contractors and sub-contractors in assigned district to insure compliance with desired results; coordinate road work with other affected public agencies or individuals.

Maintain required district records including amount of fuel, sand, salt, calcium, rock, and related materials used; review daily reports submitted by patrol operators; supervise equipment usage and maintenance.

Receive complaints from the public and initiate necessary corrective action.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of all phases of road and bridge maintenance and repair principles, practices and techniques.

Considerable knowledge of equipment requirements as they pertain to road and bridge maintenance and repair.

Considerable knowledge of the occupational hazards involved in road and bridge maintenance and repair and appropriate safety and precautionary measures required.

Ability to plan, assign, and coordinate the work of unskilled, semiskilled and skilled subordinates engaged in various phases of road and bridge maintenance and repair.

Ability to understand and follow technical instructions and specifications relating to assigned work.

Ability to communicate effectively both orally and in writing.

Ability to prepare reports and maintain records.

Ability to establish and maintain effective working relationships with co-workers, subordinates, and the general public.

Skill in the operation of all maintenance equipment in a safe and efficient manner.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus considerable experience in road and bridge maintenance and repair in a supervisory capacity.

MINIMUM QUALIFICATIONS

Completion of ~~junior~~ high school **or equivalent** plus experience in road and bridge maintenance and repair in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills..

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is required in the performance of assigned duties.

Possession of a valid Nebraska Commercial Driver's License (CDL) is required to operate any motor vehicle equipment covered under the Commercial Motor Vehicle Safety Act of 1986.

Approved by: _____
Personnel Director

Department Head

~~3/03~~ 4/04

PS4945

RULE 4 - PERSONNEL POLICY BOARD

4.1 Meetings and Procedures

The Board shall meet at least quarterly and, based upon the recommendations of the Personnel Officer, shall determine the frequency, day, and place of its meetings in order to best carry out the responsibilities entrusted to it.

4.2 Organization

The Board, as appointed and organized in accordance with the provisions of state law, shall not be bound by any rules of order, evidence, or procedure in its meetings, hearings, or investigations, except such as it may itself establish, or is otherwise outlined in these Rules.

4.3 Powers and Duties

The Personnel Policy Board shall have the powers and duties assigned to it by statute and by these Rules.

4.4 Quorum

Four (4) members of the Board shall constitute a quorum for the transaction of business and three (3) affirmative votes shall be required for final action on any matter acted upon by the Board.

4.5 Appointment of Members (Created 4/04)

Board members are appointed pursuant to NEB.REV.STAT. §23-2521. Employees in the classified service will make their appointments to the Board by election. The representatives of classified employees, in cooperation with the Personnel Department, will develop procedures for conducting the election and the cost of the election will be paid by the County. The elected department heads and county commissioners shall develop their own procedures for making appointments to the Board.

4.5 4.6 Removal of Members

The County Board may remove any member of the Board for neglect of duty or misconduct in office after first giving the member a copy of the reasons for removal and providing for the member to be heard publicly before the County Board and elected Department Heads. A copy of the charges and a transcript of the record of the hearing shall be filed with the County Clerk.

4.6 4.7 Minutes

The Personnel Officer or his authorized representative shall attend all meetings of the Board, act as its secretary, and record its official actions in the minutes. The minutes shall include the following: the time and place of each meeting of the Board; names of the Board members present; all official acts of the Board; the votes of each Board member, except when the acts are unanimous; and, when requested, a Board member's dissent with his reasons. The Personnel Officer shall cause the minutes to be transcribed and presented for approval or amendment at the next regular meeting. The minutes covering formal action of the Board, or a true copy thereof certified by a majority of the Board, shall be open to public inspection.

4.7 4.8 Hearings

(a) Responsibility of the Board: When an employee shall file an appeal or grievance before the Board, it shall be the duty of the Board to ascertain to the best of its ability the facts of the

case and, after weighing all available evidence, to report its findings and decision for such disposition as the Board may deem appropriate and to report its decision to all parties affected.

(b) Date of Hearing: A hearing shall be held within thirty (30) working days after receipt of said appeal or grievance, and at such time and place as shall be fixed by the Chairperson of the Board. The hearing date may be continued if the parties mutually agree to a continuance or the Board does not have a quorum.

(c) Notice of Hearing: The Personnel Officer shall give the appellant or grievant and the Department Head prompt notice of the time and place set for the public hearing. The notice shall be given at least five (5) working days prior to the hearing. In the case of the appellant or grievant, the notice shall be by certified mail, addressed to him at his last known address, as shown by the employee's personnel file, with a return receipt requested unless such notice is waived in writing.

(d) The Board Shall Have Access to Pertinent Data: In order to discharge its function properly in regard to review, the Board members shall have access to any County files, correspondence, memoranda, etc., which they feel might be pertinent to the case unless cause is shown why such files should not be provided at such a hearing. The Board shall have the right to question any officer or employee of the County whom they feel may be able to shed light on the circumstances involving the action in question. No officer or employee shall be subjected to disciplinary action as a result of testimony given.

(e) Witnesses: The Board shall have the authority, either upon its own initiative or upon application of any party, to compel any County employee to appear before it for the purpose of giving testimony or otherwise providing relevant evidence. The procedure for compelling the attendance of a County employee before the Board shall be as follows:

(1) If attendance of a County employee before the Board is sought by one of the parties, that party shall, not less than five (5) working days prior to the date of the meeting at which the employee's attendance is sought, submit to the Board, through the Personnel Officer, a written request to compel the attendance of the witness or witnesses. The party shall also send copies of such request to the opposing party or their attorney.

(2) Such request shall include, for each employee whose attendance is sought, the following information: the name of the employee; the Department in which the employee works; the reason or reasons the employee's presence is being sought; the general subject matter on which the employee is expected to offer evidence; a summary of the testimony, if any, which the employee is expected to give; the substance of any other evidence the employee is expected to give; the date and approximate time at which the employee's attendance is necessary; the approximate amount of time that the employee will need to be present; and any other information pertinent to the request.

(3) Following receipt thereof, any other party may respond to a request to compel the attendance of a County employee before the Board, and may supplement their witness list. Any such response shall be in writing and shall be received by the Personnel Officer not later than the close of business on the second working day after the original request was filed. Copies of any such responses shall also be served upon all the parties.

(4) The parties and Department Heads shall cooperate in order to minimize the amount of time an employee will be required to spend away from his duties as a result of being compelled to appear before the Board.

(5) As soon as the necessary arrangements have been made the Department Head shall notify all affected employees and order them to appear accordingly. Any employee who fails to comply with any such order without adequate excuse shall be subject to formal discipline pursuant to the provisions of Rule 11.

(6) In the event that an employee fails to comply with an order to appear before

the Board, the Board, pursuant to the provisions of NEB.REV.STAT. 23-2522(6), shall immediately issue and cause to be served on the employee a subpoena directing the employee to appear before the Board to give evidence at a date and time to be specified by the Board.

(7) All time spent by an employee, compelled to appear by either party, in a hearing before the Board pursuant to this Rule shall be considered time spent in performance of the employee's duties, and the employee shall be compensated accordingly by the County.

(f) Scope of the Board's Review: In its review of an employee appeal, the Board shall limit itself to the question of the appropriateness of the action and related matters, and to the following:

(1) Review of Disciplinary Action Appeals: In its review of a disciplinary action, the Board shall limit itself to the following questions (1) whether the employee committed the transgression(s) charged; (2) whether the discipline imposed for the transgression(s) is authorized under the provisions of these Rules or the relevant union contract; and (3) whether the Department Head, in imposing the discipline, considered any mitigating factors which may have existed in connection with the transgression(s).

In such cases, the Board shall affirm the action of the Department Head unless it is clearly established by evidence in the record that: (1) the employee did not commit the transgression(s) charged; or (2) the discipline imposed was not authorized under the provisions of these Rules or the relevant union contract; or (3) the Department Head, in imposing the discipline, failed to take into consideration any mitigating factors which may have existed in connection with the transgression(s).

(2) Review of Grievance: In its review of the Department Head's answer to the employee's grievance, the Board shall limit itself to interpretation of the relevant Rules and/or the relevant union contract cited in the grievance, and the facts which are the basis for the grievance.

(g) Hearings to be Informal: Hearings shall be conducted in an informal manner with every effort made by the Board to avoid the appearance of conducting a trial as in a court of law.

(h) Adjournments: Hearings on appeals or grievances may be adjourned prior to completion of the hearing only upon good cause shown and/or by agreement of the parties.

(i) Failure to Appear: In the event that the appellant or grievant shall fail to appear in person or by counsel at the time and place set for hearing, the appellant or grievant shall be presumed to have waived his right to further hearing, and the Board shall dismiss the appeal or grievance. The Personnel Officer shall inform the party of such dismissal and his right to request his hearing be rescheduled. The Board may reschedule the hearing upon written presentation, by appellant or grievant or counsel, of evidence of extenuating circumstances which prevented the appearance of appellant or grievant and/or counsel. Such evidence shall be in writing and served upon the Board, through the Personnel Officer, within ten (10) calendar days of the meeting in which the appellant or grievant failed to appear.

(j) Representation: Appellant or grievant may, at his election, be represented by counsel.

(k) Conduct of Hearings: Hearings before the Board shall be public and shall be conducted in an orderly manner with a view to the presentation of all material facts so that a fair and impartial decision may be made. The Chairperson of the Board shall have full authority at all times to maintain orderly procedure and to reject irrelevant matters and limit the hearings to relevant facts.